

~~SECRET~~

(When Filled In)

(b) (2)
(b) (3)
(b) (6)

EMPLOYEE SERIAL NUMBER

FITNESS REPORT

SECTION A

GENERAL

1. NAME MILLS, Montrell E.	(Last)	(First)	(Middle)	2. DATE OF BIRTH 01/31/24	3. SEX M	4. GRADE 13	5. SD
6. OFFICIAL POSITION TITLE Investigator				7. OFF/DIV/BR OF ASSIGNMENT OS	8. CURRENT STATION Washington, D. C.		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See instructions - Section C)				10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. January 1971				12. REPORTING PERIOD (From- to-) 1 January - 31 December 1970			

SECTION B

PERFORMANCE EVALUATION

- U-Unsatisfactory** Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- M-Marginal** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
- P-Proficient** Performance is satisfactory. Desired results are being produced in the manner expected.
- S-Strong** Performance is characterized by exceptional proficiency.
- O-Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	Reviews and analyzes a wide variety of operational support requests to determine the validity of the request and the best investigative techniques to insure accomplishment.	RATING LETTER S
SPECIFIC DUTY NO. 2	Provides direction and guidance to the domestic field offices through letters of assignment wherein he sets forth the methods and means to be used to insure successful completion of support requirements.	RATING LETTER S
SPECIFIC DUTY NO. 3	Reviews and analyzes the investigative results from the domestic field offices to insure compliance with requests and disseminates the finished product to the requestor.	RATING LETTER S
SPECIFIC DUTY NO. 4	Originates TWX's, cables, dispatches and memoranda as necessary to effect action and provide guidance in cases under his supervision.	RATING LETTER S
SPECIFIC DUTY NO. 5	Represents the Office of Security in conferences with case officers and other representatives of operating components concerning sensitive operational support matters.	RATING LETTER S
SPECIFIC DUTY NO. 6	Maintains records, files and ticklers to insure prompt attention to pending and deadline cases and to insure that operational support is promptly provided.	RATING LETTER S

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

SECRET

(When filled in)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

JAN 21 10 00 AM '71

During this reporting period, Mr. Mills has continued his assignment with the [redacted]

He has handled all assigned duties in a most efficient and competent manner and, in particular, maintains excellent control over those cases under his supervision. Mr. Mills facilitates meaningful planning on various long-range matters of a sensitive nature and has fine rapport with those operational components pertinent to many of his assignments. He is most conscientious in the overall approach to his work and seeks cost-ratio efficiency in the general functions of his office.

He has, during the above period, received two commendations for participation and supervision of certain sensitive operational support cases. Furthermore, he has attended an agency managerial training course and has been recommended for promotion to the grade of GS-14.

SECTION D**CERTIFICATION AND COMMENTS**1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE SIGNATURE OF EMPLOYEE

14 January 1971

Montelle E. Mills

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

12

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

NAME OR PRINTED NAME AND SIGNATURE

14 January 1971

C

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

T. A. [Signature]

I concur with the ratings as given. I would propose that Mr. Mills be considered for assignment as an Assistant Special Agent in Charge if the opportunity arose.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPE	SIGNATURE
15 Jan. 1971	C [redacted] OS		[Signature]

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